

## **POLICE RECORDS CLERK**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is receiving and processing department records and reports of activity. the incumbent of this class performs routine typing and filing duties, answers telephones, and enters records into the department computer, in addition to entering information in department files and retrieving such information as required. The employee of this class performs routine duties independently, and reports to and has work reviewed by a Police Captain.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Processes or files records according to department procedures. Enters routine information into department records. Fills out all forms or records required or assigned to this position. Prepares purchase requisitions according to department procedures.

Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Chief. Places telephone calls for the Chief as directed. Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures. Acts as receptionist for any visitors to the Chief's office. Answers questions and handles routine requests by visitors to the office.

Keeps accounts showing the money and assets of the police department. Makes calculations necessary and prepares payroll records. Takes questions and complaints from employees about pay and deals with payroll section regarding errors, changes, or other matters related to payroll. Collects fines and bond money and issues receipts. Compiles information for and assists in preparing a departmental operating budget.

Maintains an inventory of supplies and equipment for clerical functions. Prepares purchase requisitions according to departmental procedures and orders supplies. Locates repair

services and arranges for repairs and maintenance of all assigned equipment.

Processes evidence received from police officers following legal requirements and established department policy.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must not be less than eighteen (18) years of age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.